



Direct Hire Career Opportunity Bulletin

DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

State House Station #28, Augusta, ME 04333

*Offices Located at Harlow, Williams Pavilion and Deering Buildings - AMHI Complex, Augusta



CUSTOMER REPRESENTATIVE ASSISTANT I - (seasonal)

OPEN: March 31, 2016

CLOSE: April 15, 2016

BRIEF JOB DESCRIPTION (Park Receptionist): Job Code 6508; Range 05; Pay: \$9.98/hour; 40 hours weekly. This position meets/greets/assists park visitors in order to provide information about available services and facilities, collect/maintain/protect change fund and income derived from entrance fees and other related services; strictly adhere to Bureau's cash handling policy; record public use and daily income, maintain toll facilities so they are neat and in good order, secure facilities, radios and equipment as required; attend all mandated training, have a knowledge of all communications procedures and emergency situations as covered in the emergency operating procedures, adhere to all Bureau and State policies; strictly adhere to the Bureau's uniform policy, and ensure proper steps are taken in an emergency situation by knowing the park emergency operating procedures.

MINIMUM QUALIFICATIONS: Training, education, or experience in office and administrative support work that demonstrates competency in applying a general knowledge of the principles and practices of quality customer service to provide routine reception or reservation services. Some positions may require possession of a valid Class C Maine Motor Vehicle Operator's License prior to completing permanent status.

CUSTOMER REPRESENTATIVE ASSISTANT I – vacancies that are currently open this year listed below

PARK LOCATION	POS #	START DATE	END DATE	WEEKS	PARK ADDRESS
Aroostook State Park	1391	05/15/16	09/03/16	16	87 State Park Rd., Presque Isle, ME 04769 – scott.p.thompson@maine.gov
Camden Hills State Park	4571	04/17/16	11/05/16	29	280 Belfast Rd., Camden, ME 04843 – bill.elliott@maine.gov
Camden Hills State Park	6253	04/17/16	10/08/16	25	280 Belfast Rd., Camden, ME 04843 – bill.elliott@maine.gov
Camden Hills State Park	2691	04/24/16	10/15/16	25	280 Belfast Rd., Camden, ME 04843 – bill.elliott@maine.gov
Camden Hills State Park	1421	05/15/16	10/01/16	20	280 Belfast Rd., Camden, ME 04843 – bill.elliott@maine.gov
Cobscook Bay State Park	2551	05/01/16	09/17/16	20	40 S. Edmunds Rd., Edmunds Twp., ME 04628 – tom.harmon@maine.gov
Lily Bay State Park	6478	05/08/16	10/08/16	22	13 Myrles Way, Greenville, ME 04441 – mark.deroche@maine.gov
Moose Point State Park	1221	05/01/16	09/17/16	20	310 Main St., Searsport, ME 04974 – blaine.winchester@maine.gov
Peaks-Kenny State Park	6419	05/15/16	08/28/16	15	401 State Park Rd., Dover-Foxcroft, ME 04426 – bill.beeaker@maine.gov
Swan Lake State Park	6606	05/08/16	08/27/16	16	100 W Park Lane, Swanville, ME 04915 – steve.harrington@maine.gov
Bradbury Mountain	6304	05/15/16	10/01/16	20	107 SHS, Augusta, ME 04333 – gary.best@maine.gov
Colonial Pemaquid	3441	05/08/16	08/27/16	16	107 SHS, Augusta, ME 04333 – gary.best@maine.gov
Crescent Beach	2531	05/01/16	09/17/16	20	7 Tower Dr., Cape Elizabeth, ME 04107 – kurt.shoener@maine.gov
Crescent Beach	0811	04/10/16	08/20/16	20	7 Tower Dr., Cape Elizabeth, ME 04107 – kurt.shoener@maine.gov
Mackworth Island	6335	05/15/16	10/01/16	20	107 SHS, Augusta, ME 04333 – gary.best@maine.gov
Popham Beach	0282	05/01/16	08/20/16	16	10 Perkins Farm Lane, Phippsburg, ME 04562 – Meagan.k.hennessey@maine.gov
Popham Beach	6311	03/27/16	09/24/16	26	10 Perkins Farm Lane, Phippsburg, ME 04562 – Meagan.k.hennessey@maine.gov
Range Pond	0221	05/15/16	08/20/16	14	PO Box 475, Poland Spring, ME 04274 – adam.mckay@maine.gov
Rangeley Lake	6479	04/24/16	09/10/16	20	107 SHS, Augusta, ME 04333 – gary.best@maine.gov
Sebago Lake - CA	6456	05/01/16	09/17/16	20	11 Park Access Rd., Casco, ME 04015 – matt.mcquire@maine.gov
Sebago Lake - DA	6477	04/24/16	09/10/16	20	11 Park Access Rd., Casco, ME 04015 – matt.mcquire@maine.gov
Wolfe's Neck	3351	05/01/16	08/20/16	16	426 Wolfes Neck Rd., Freeport, ME 04032 – Andrew.hutchinson@maine.gov

HOW TO APPLY:

APPLICATIONS: A completed State of Maine [Direct Hire Application](http://www.maine.gov/nrsc/jobs/application.shtml) should be sent directly to the appropriate Park Manager listed for each vacancy/position. Applications **must be received by 5:00 p.m., the closing date of this posting.** State of Maine Direct Hire Application can be obtained by contacting the Natural Resources Service Center at 624-6370 or by accessing the State's website at <http://www.maine.gov/nrsc/jobs/application.shtml>

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(Continued)

The following general information pertains to seasonal employment at Maine State Parks:

- Applicants must be 18 years of age or older (Lifeguards must be 17 or older)
- Applicants must be U.S. Citizens or have legal authority to work in the U.S.
- In general, housing is not available.
- Most positions are scheduled to work 40 hours each week, with weekends and some holidays required.
- Parks seasonal positions are required to wear uniforms which are provided by the agency.

Since many of our parks are seasonal, park staff may not be available to take your call during the early spring months. If you are unable to get through to a particular park, please contact the Northern Region Office at 941-4014 or the Southern Region Office at 207-624-6080.

Job offer to a new hire is conditional upon verification of credentials, criminal record, and driver's license check if applicable. Three references must be made available at the interview to include at least one work-related reference. Anyone meeting the minimum qualifications of the position may apply.

The Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

BENEFITS:

Value of State's share of Employee's Retirement: 15.3% of pay, **Employee Pays:** 7.65% of pay, **Value of State-paid Dental Insurance:** \$13.13 biweekly

Value of State-paid Health Insurance*:

Level 1: 100% State Contribution = \$397.61 biweekly (employee pays nothing)

Level 2: 95% State Contribution = \$377.73 biweekly (Employee pays: 5%)

Level 3: 90% State Contribution = \$357.85 biweekly (Employee pays: 10%)

Level 4: 85% State Contribution = \$337.97 biweekly (Employee pays: 15%)

*The level of actual value of state paid Health Insurance will be based on employee's wage rate and status with regard to the health credit premium program.

The State of Maine is an EEO/AAP Employer - Women and Minorities are encouraged to apply.